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Personnel



**AMC INSTALLATION INSPECTOR GENERAL
INQUIRIES AND COMPLAINTS MANAGER OF
THE YEAR AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, to establish the AMC Installation Inspector General Inquiries and Complaints Manager of the Year program. It outlines policy, procedures and eligibility criteria for recognition of outstanding enlisted personnel assigned to the installation Inspector General Inquiries and Complaints offices. It applies to United States Air Force active duty units.

1. General. The AMC Installation Inspector General Inquiries and Complaints Manager of the Year Award recognizes an enlisted member for outstanding performance, noteworthy service, and significant contribution to the Inspector General, Air Mobility Command, and Air Force mission.

2. Responsibilities. The designated Inspector General at each AMC active duty wing (to include the Defense Courier Service, Tanker Airlift Control Center and Numbered Air Forces) will promote and monitor this program to attain maximum participation and provide timely submission of deserving candidates.

3. Award Eligibility. An AMC enlisted member assigned to duties on an AMC Installation Inspector General Inquiries and Complaints staff.

4. Nomination Criteria:

4.1. Submit nomination by completing an AF Form 1206, **Nomination for Award**, along with a memorandum signed by the wing commander.

4.2. Complete the AF Form 1206 in bullet format only; both sides may be used. Nomination should emphasize specific, tangible achievements of the nominee that benefited the organization, Air Mobility Command, and the Air Force. Include quantifiable achievements in both day-to-day activities and initiatives, which go above and beyond expectations. This information should be drawn from any

management indicator used to evaluate complaint and investigation/inquiry programs. Headings for the AF Form 1206 are:

4.2.1. Job Performance. Examples may include the quality, quantity and timeliness of case management.

4.2.2. Initiative. Examples may include innovative programs that contribute to the improvement of an Installation IG Office such as detailed investigative plans (i.e., Complaint Analysis, Framed Allegations), methods of actively managing cases for investigating officers, actions that help maintain an accurate and thorough Automated Case Tracking System (ACTS), advertisement of the IG program, education of base personnel, and outreach methods.

4.2.3. Professional Qualities. Examples include Air Force and/or civilian awards, prizes, titles, certificates of appreciation, etc., that clearly set the enlisted member apart from peers.

4.3. Nomination Package:

4.3.1. Submit the nomination memorandum, signed by the wing commander, along with the AF Form 1206; include the nominee's name, grade, title, organization, and base in the memorandum.

4.3.2. Submit the nomination package to arrive at HQ AMC/IG no later than 15 January.

4.3.3. The HQ AMC/IG will select the winner of the award.

4.4. The Commander, Air Mobility Command will notify the recipient's wing commander by memorandum.

4.4.1. Congratulatory memorandum and plaque will be provided to the award recipient's wing commander for presentation on behalf of the Commander, Air Mobility Command.

THOMAS E. STICKFORD, Colonel, USAF
Inspector General